



US Army Corps
of Engineers

St. Louis District

Information Bulletin

Vol. 18

No. 9

September 1981

DISTRICT DOINGS

The final holiday of the summer recreation season for 1981 is now past, but the real beauty is yet to come. The prediction is for this year to be a real flaming fall with colors galore. With the location of the lakes, our campgrounds and scenic drives should be prime spots for viewing the autumn palette. Waterfowl hunters, upland game hunters, and dove shooters are now afield or getting set for the sport of the season. So the activity at our Corps lakes continues. Sept. 26 is National Hunting and Fishing Day with some very special events planned for the lake areas and in the St. Louis scene. Around the District

The much beleaguered Cannon Dam was the scene for the Mark Twain Lake and Cannon Dam Development Association Annual Picnic. The crowd gathered for tours and talks by Colonel Dacey and other officials. Steve Austin, Anne Behrens, Chuck Crocker, and Elsie Rose helped out as tour guides.

Chuck provided a tour for the Bowling Green 4-H and, along with Trish Holdman, gave the group a talk about snakes. Chuck and Barb Lewis also spoke to the Hannibal YCC.

Elsie Rose guided a tour and presented a briefing for the Vandalia, Mo. Business and Professional Club. Deborah Watkins and Barb Lewis talked to 35 members of the 55 Club from the Blessed Sacrament Church in Hannibal.

A special Salt River Folklife Day was celebrated at the Ray Behrens Day Use Area with Anne Behrens coordinating the event, replete with bygone day music and crafts.

Lake Shelbyville was the spot toured by the Ambassadors of Urbana, Ill. and hosted by Adrienne Wesol. A nature tour for 56 Sullivan, Ill. pre-school youngsters was led by Dennis Gathmann and Rob Iski. The lake van was on display at the Windsor, Ill. harvest picnic and Jerry Parker, Maria Shafer, and Audrey Butts staffed the exhibit for over 5,000 visitors.

Carlyle Lake folks kept the pace with Marci Heil, Cheryl Olson, Joel Hardy, and Denice Adcock and the interpretive van at the Clinton County Fair for over 1,000 folks to see.

Mary Lois Horton and Denice Adcock briefed 15 from the Pere Marquette YCC. Mary Lois, along with Chris Cascone, gave talks for 24 students and 14 counselors from the Murray Center in Centralia, Ill. Cheryl Ann Olson spoke to 25 from the Kaskaskia Career Awareness group.

Sept.
7



LABOR
DAY

PUBLISHED UNDER PROVISIONS
OF AR 360-81

DISTRICT DOINGS

Ronita Hancock spoke about "Wildlife and the American Heritage" for 20 Boy Scout visitors. Marci Heil guided a tour group of 60 Cubs from Pack 39.

A whole lot of special events made the month a banner time. A fishing rodeo along the West Spillway and a special kite building session, with an "America the Beautiful" theme, instructed by Joel Hardy, attracted 40 visitors. Sand castle building for 40 beach goers drew lots of attention. Buildings were judged by Ronita Hancock and Mary Lois Horton. Mary Lois also headed the Frisbee contest, the 2nd annual throwers' battle.

Murray Center handicapped students, some 75 of them, took part in several weekly programs conducted by Denise Adcock, Chris Cascone, and Mary Lois Horton. A water safety session drew 25 Carlyle Lions for David Larkin's fine presentation. Two tours, one by Chris Cascone for 18 Collinsville Boy Scouts, and the second by Cheryl Olson for 35 Kaskaskia college students, stressed the importance of the Corps project.

The big Pioneer Life Festival was the month's highlight at Rend Lake. The 820 visitors at the Vistors' Center saw crafts like candlemaking, wild food preparation and tasting, including some sour dough breads, plus a display of old time tools and firearms. WSIL-TV from Harrisburg featured the event on a telecast. Staffers involved with the display were Joan Guilfoyle-Basman, Carol Vodvarka, Dave Shirley, and Joannie Colle. Last month's 51 interpretive programs drew 1,716 folks to see the shows.

At the District Office A visitor from Bogata, Columbia was briefed on our hydrologic work by Tom Lovelace. Terry Norris spoke to the Kirkwood Senior Citizens Club and the Clayton Kiwanis on the Archaeology of St. Louis. Warren McCoy talked to the Troy, Ill. Lions about Lock and Dam #26.

If you want to know what's happening downtown and in the District, as well as some historic events, don't forget . . . INFONE at 263-5221. With the advent of winter weather . . . INFONE will carry an update on conditions and early closings if the ice and snow threatens safety of travel. That's INFONE — 263-5221.

NOTICE

The Vehicle Dispatch room has been moved to Room 536. The new telephone number is 5992.

CAC NEWS

The Civilian Activities Council welcomes Pat McGinnis of LMSOD-F as a new council member. Pat is replacing Leon Leach who transferred to Savannah, GA. Leon will be missed by all. For any council questions, you can contact Pat at 3-5703.

The council will be having another donut sale on 16 September in Room 1040.

NATIONAL HISPANIC HERITAGE WEEK

The President of the United States has proclaimed 13 September through 19 as National Hispanic Heritage Week. The mayors of St. Louis and East St. Louis, and the St. Louis County Supervisor have joined in the observance of the week by signing proclamations of their own. The Corps of Engineers, St. Louis District, will participate in this event by having a display of various Hispanic themes, located on the 8th floor lobby, and a program will be presented in Room 1040 at 1000 hours on 15 September highlighting the numerous Hispanic contributions to the culture and enhancement of life in America. The program will be opened with remarks from the District Engineer. Everyone is welcome to attend, so mark 15 September on your calendar!!

S.A.M.E. NEWS

The Chief of Engineers, LTG J. K. Bratton, has recently been elected National V.P. of the 60-year old society of American Military Engineers. In a special letter to the District, Gen. Bratton is encouraging membership in the St. Louis Post for all engineers, both military and in the private sector. Gen. Bratton points out that membership is a valuable means of achieving an interest in the role of military engineering in today's world and in the modern military forces.

Your personal participation is urged to see that the Posts and Regions prosper and grow in the coming years and the Society continues in its important task of serving the profession.

I A C

PROMOTIONS:

Robert J. Rapp, ED-HD,
Hydraulic Engineer, GS-810-11

John M. Vieira, RO-C,
Park Ranger, GS-025-7

David N. Ward, OD-R,
Hvy Mobile Equip Mechanic, WS-5803-10

Sherry K. Snyder, SD-P,
Purchasing Agent, GS-1105-5

Earl A. Ehlers, ED-DS,
Civil Engineering Technician, GS-802-8

Timothy K. George, OD-RC,
Park Technician, GS-026-5

Stephen D. Kilgore, DC-FX,
Systems Accountant, GS-510-9

James A. Mills, ED-DA,
Structural Engineer, GS-810-9

Jerome V. Becker, OD-NL,
Lock Equipment Mechanic Foreman,
WA-5318-10

QUALITY STEP INCREASE:

Russell A. Elliott, AS-RA
Thomas J. Quigley, ED-DA

SPECIAL ACT AWARD:

Paul S. Nadziejko, Engineering Division is recommended for a Special Services Award in the amount of \$700 for exceptional efforts as a civil engineer in Engineering Division Headquarters.

During the period 1 Jul 80 through 30 Jun 81, Mr. Nadziejko was assigned a myriad of professional and administrative duties that had a major impact on the mission of the Engineering Division. He performed each task in an outstanding fashion, exhibiting exceptional leadership qualities in organizing and developing mission problems and alternatives, forming accurate conclusions, and presenting recommendations which were incorporated 98 percent of the time. Coordination activities were performed with diplomacy and tact; each participating element was given explicit and detailed guidance such that lost time was non-existent.

PUBLICATIONS/INFORMATION — RE-DISTRIBUTION

Often times Regulations/Publications or other Information Items received in the Mail Room do not have distribution codes shown; i.e., USACE, LMVD Pubs. etc. SLD Supplement 1 to AR 310-2, establishes distribution codes for all types of publications/Information created within the St. Louis District. These codes should be used by offices desiring to have something reproduced and distributed. Effective 1 September 1981, items received in the mail room without distribution codes will be rubber stamped in the lower right hand corner to indicate the type of distribution made which will eliminate confusion, recopying, and redistributing items already distributed to various offices.

FEDERAL WOMEN'S PROGRAM

Annual "Fall Seminar" scheduled for **14 and 21 October 1981**. To be held at the Mayfair Hotel, downtown St. Louis. Calendar of events forthcoming. Two sessions to accommodate District participation.

12-16 October 1981 to be declared WOMEN'S WEEK by Mayor Schoemehl.

HYDAR'S HAPPENINGS

How would you like to spend your time, during the year, in the U.S. city with the most pleasant climate?

If you wanted to spend a year following the best weather around the United States, you would start out (surprise) by moving to Miami for the month of January; February would find you in Hilo, Hawaii; and in March in Yuma, Ariz., which receives more sunshine than any other city in the country.

During the month of April, you would live in Charleston, SC; May is best in San Diego. Either go to Hartford, Conn. or Block Island, R.I. for June. Better pack a lot of clothes because July, August, and September would be spent in one city — Oakland, CA. Oakland has the most even temperatures during the summer months.

October and November would find you in San Diego, then back to West Palm Beach, Florida for the December holiday season.

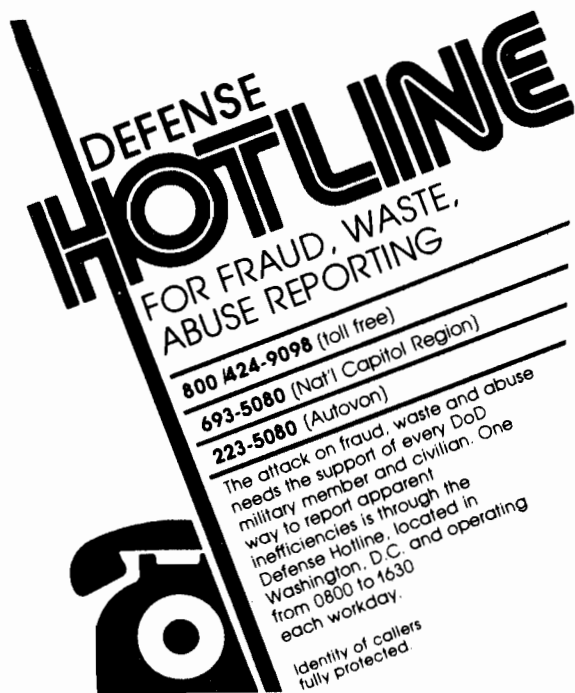
Although Irving Berlin wrote "God Bless America" during World War I, he waited until 1938 to have it published.

PACE EXAMINATION

The U. S. Office of Personnel Management (OPM) plans to administer the nationwide Professional and Administrative Career Examination (PACE) between October 28 and December 12, 1981. OPM Job Information Center, 1520 Market Street, St. Louis, MO, phone 425-4285, will accept applications from September 14 through October 13 to take the test. Applications received before or after that date will be returned without action. Specific testing dates will be set by OPM at a later date. For applications contact OPM direct.

ASVAB

ASVAB testing is an excellent way for students to discover more about themselves and their possible career directions. Administered at no charge by the Department of Defense, ASVAB (Armed Services Vocational Aptitude Battery) helps point the way for roughly a million students each year. It consists of 12 tests. Results indicate specific areas of training in Army technical schools where success is most likely to occur. Often, students discover aptitudes they never knew they had. Taking the ASVAB test does not obligate the student to the Army in any way. Ask your Army Representative how to arrange for ASVAB testing in your school.



EEO CORNERSTONE

TODAY IS THE VERY FIRST DAY OF THE REST OF MY LIFE

This is the beginning of a new day. I have been given this day to use as **I WILL**. I can waste it . . . or use it for good, but what I do today is important, because I am exchanging a day of my life for it! When tomorrow comes, this day will be gone forever, leaving in its place something that I have traded for it. I want it to be gain, and not loss; good and not evil; success, and not failure; in order that I shall not regret the price that I have paid for it. I will try just for today; for you never fail until you stop trying.

ON RETIREMENT ELIGIBILITY

Federal employees covered by the Civil Service Retirement system are generally eligible for optional retirement at age 55 after 30 years of service, at age 60 after 20 years of service, or at age 62 after 5 years of service. These regulations are administered by the Office of Personnel Management (OPM) the central civil service agency.

Both age and service requirements must be met at the time of separation. For instance, an employee who separates at age 53 with 31 years of service will *not* be eligible for annuity at age 55 but will have to wait until age 62 when he or she will be eligible for a deferred annuity.

Generally the amount of annuity depends on the "high-3" average pay (highest average annual salary for any 3 consecutive years) and length of service.

Benefits are computed at the rate of 1.5 percent of average pay for the first 5 years, 1.75 percent for the next 5 years, and 2 percent for each year of service beyond 10.

The following are selected questions and answers on the Federal Civil Service Retirement Law:

Q.: How many kinds of retirement are provided for in the retirement law?

A.: Five. They are known as mandatory (restricted to fire-fighters, law enforcement officials, etc.), optional, disability, discontinued service, and deferred retirement.

Q.: Is there a minimum requirement as to the amount of civil service?

A.: Yes. Five years of civilian service are required before retirement eligibility exists.

Q.: Is there a minimum requirement as to the amount of service subject to the retirement system an employee must have?

A.: Except for retirement on account of disability, an employee must have been subject to the retirement system for at least 1 out of the last 2 years before the separation on which retirement is based.

Q.: Are there any prohibitions against the payment of an annuity?

A.: Yes. Sections 8311-8322 of Title 5, U.S.C., prohibit payment of annuities in the case of employees who have committed certain specific offenses involving the national security of the United States. A person who is barred by this law cannot receive annuity.

Q.: Must an employee apply for retirement?

A.: Yes. The employee must complete an Application for Retirement (Standard Form 2801). If separation from the service has not yet occurred or if separated for 30 days or less, the employee should submit the application to the employing office. If separated for more than 30 days, the employee should submit the application direct to OPM.

Q.: Is there an age when an employee must be separated?

A.: Unless an employee is covered under a special provision of the retirement law, he or she is not subject to mandatory separation because of age.

Q.: When does the annuity begin in optional retirement cases?

A.: It begins on the day after separation, or the day after the employee's pay status terminated and the age and service requirements have been met.



HOW TO SUCCEED IN BUSINESS BY TELEPHONE

For most of us, the telephone plays a vital role in our daily business routine. But too often we underestimate the power of this small instrument. A telephone can help make friends or enemies for you and your office in just a few minutes. Your telephone manner makes the difference.

Efficiency and courtesy will leave your caller with a positive feeling about you and your office, while poor telephone etiquette may frustrate, confuse and even anger the caller. Here are a few "telephone tips" to help make your phone dealings more effective.

Your telephone voice

When using the telephone to conduct business, your voice is you to the caller. Make your telephone voice and personality more effective by following these basic steps:

- Stay alert. By your manner and speech, let callers know that they have your full attention and that you are interested in what they are saying.

- Talk naturally, using your own words and expressions. The surest way to project sincerity is to be yourself at all times.

- Be pleasant. A warm voice will project a friendly image for you and your office.

- Speak distinctly. Clear pronunciation is important. Callers will not enjoy speaking with you if they have to strain to understand what you are saying.

- Be expressive. Vary the tone of your voice. An expressive voice will help carry your personality over the line.

Placing a call

- Before placing a business call, plan your conversation. Organize the message you want to communicate and have all necessary reference material close at hand in case questions arise during the conversation.

- Once you have placed your call, make certain you give the party enough time to answer. Ten rings, or about one minute, should be sufficient.

- When the person answers your call, give your name, the company or office you represent and whatever additional information is needed.

- Personalize your call by using the name of the person you are speaking with occasionally during the conversation. For example, "I understand, Mr. Smith."

- When calling long distance, keep time differences in mind.

Answering a call

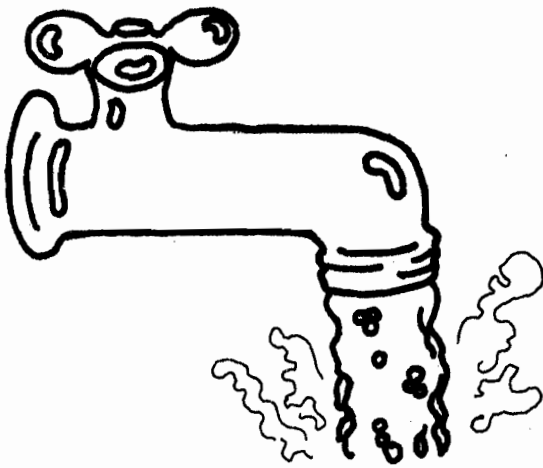
- When the telephone rings, answer it promptly to let callers know you and your office are anxious to serve them.

- Greet callers pleasantly and be certain to identify yourself and your office. For example, "Finance & Accounting, Jane Smith."

- Take time to be helpful and don't hesitate to apologize for errors or delays. Phrases like "thank you" and "you're welcome" are always appreciated.

- Be a good listener. Callers will appreciate the opportunity to state their business completely. You can demonstrate interest and attentiveness by saying occasionally, "I understand, Mrs. Jones" or "Yes sir."

- If you must interrupt calls, give callers a choice of waiting or being called back. They'll appreciate your concern for their time.



IN HOT WATER

Start a fire with water? It's been done, the Mining Newsletter reports. A bag of charcoal was left exposed to the weather for several days. It got damp and the action of the water on the charcoal caused spontaneous combustion. The bag and the side of the house caught on fire.

Charcoal should be stored in a dry place. If you douse hot coals to save them for later use, spread them out to dry, and store them in a metal container away from the house.

FOR SALE

1967 International Van-Bus — formerly a book-mobile. 35' long, air brakes, power steering, heat, a/c, outside electric plug-in, like-new tires. Make excellent display unit, recreational vehicle or contractors job site office — \$8,500.

Contact Jean Boemer, 263-5752.

FREE PUPPY

Part collie, part retriever, female. Needs good home. Contact Brenda at 3-5503.

FOR SALE:

STEREO, Portable — 2 speakers — \$35.00 Call Peggy West, 3-5674 (work) 931-6914 (home)

**Write
or Call**



- Always fulfill a promise to return a call.
- When answering calls for others, avoid using the abrupt "Who's calling?" It's more polite to ask, "May I tell him who's calling, please?"
- When taking a message, write down the caller's name, area code, number and the time of the call. Place the message beside the proper telephone as quickly as possible. Always keep a pad and pencil handy to record this type of information.
- When you leave your desk, tell the person who will answer your telephone where you can be reached when possible and when you will return.

Transferring a call

- Before transferring a call, explain to callers why they are to be transferred. For example, "Public Affairs handles those requests, sir. May I transfer you to that office."
- Provide callers with the name and number of the party you are transferring the call to, in case they are disconnected during transfer.
- When you reach the party you are transferring the caller to, explain who you are transferring and why.

Remember, the telephone can help you win friends and build a reputation for efficiency and reliability. Using the phone to best advantage is really very simple. Just extend the same courtesies that you like to receive when calling a business office.

DRIVERS' IRE

Charles Turner, a psychologist at the University of Utah, found that a surprisingly large percentage of frequent drivers, all selected at random, admitted they were often angry and hostile toward other motorists. Twenty-five per cent of the men and 18 per cent of the women admitted to being easily provoked while driving. Another 40 per cent of the men and 41 per cent of the women reported they lost their tempers "when another driver does something silly." And, most disturbing, 12 per cent of the men and 18 per cent of the women confessed there were times "when they would gladly kill another driver."

ACCIDENT SUMMARY

AUGUST 1981

VEHICLE ACCIDENTS FOR AUGUST 1981: None

Total vehicle accidents for CY 1981: One

Total vehicle accidents for CY 1980: Seven

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PERSONAL INJURIES — CONTRACTOR EMPLOYEES — AUGUST 1981: None

Total accidents for CY 1981: Two

Total accidents for CY 1980: Four

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PERSONAL INJURIES — GOVERNMENT EMPLOYEES — AUGUST 1981: Two

Total accidents for CY 1981: Fourteen

A Lock and Dam Equipment Mechanic at Lock and Dam 26 was injured when he stepped into an open manhole on a roller gate and fell. Days Lost: 8

A Surveying Technician from the Surveys Branch was injured when he slipped and fell while launching a small boat. Days lost: 5

Total accidents for CY 1980: Eighteen

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LAKE FATALITIES FOR AUGUST 1981: None

Total lake fatalities for CY 1981: Five

Carlyle Lake — 4

Lake Shelbyville — 1

Total lake fatalities for CY 1980: Eight

Lake Shelbyville — 3

Carlyle Lake — 4

Rend Lake — 1

* * * * *

GETTING BELTED

The National Safety Council reports that less than 20 per cent of the nation's drivers wear seat belts. This is a dramatic statistic, particularly because it has been conservatively estimated that of the 50,000 Americans who are killed each year on the highways, at least half of them would have been saved had they worn seat belts.

By wearing a seat belt you set a good example for your children and other loved ones.

So don't sit on it — wear it. Seat belts save lives.

FOR THE COMMANDER:

Mel Doering
for

CLYDE A. WILKES
Public Affairs Officer

UNOFFICIAL

A BUREAUCRAT'S DICTIONARY

A Program — Any assignment that cannot be completed by one telephone call.

To Expedite — to confound confusion with commotion.

Channels — the trail left by inter-office memos.

Coordinator — the guy who has a desk between two expeditors.

Consultant — any ordinary guy who is more than 509 miles from home.

To activate — to make carbon copies and add more names to the memo.

To Implement a Program — hire more people and expand the office.

Under Consideration — we're looking in the files for it.

A Meeting — a mass mulling by masterminds.

A Conference — place where conversation is substituted for dreariness of labor and the loneliness of thought.

To Negotiate — to seek a meeting of the minds without a knocking of heads.


Reorientation — getting used to work again.

Reliable Source — the guy who started the rumor originally.

— from *The Rhode Island Churchman*

38,530,460 AMERICANS APPLIED FOR FISHING LICENSE LAST YEAR. ONLY 1,926,523 APPLIED FOR MARRIAGE LICENSE. THIS PROVES THAT.....

FISHING is 20 TIMES MORE POPULAR THAN MARRIAGE



KITCHEN TIPS

The Metal Cookware Manufacturers' Association reminds homemakers that the kitchen can be a dangerous place. Ranges can burn, hot liquids can spill, knives can slip and cut. But with proper attention and care, the kitchen and its equipment can be made safe from most accidents. Some safety points to remember:

- Wipe up spills immediately, especially any on the floor, to prevent slipping on them.

- Keep knives properly sharpened. It's the dull knife that slips and cuts you. Store knives in a wall rack, or keep their blades sheathed in cardboard when you aren't using them.

- When you are cooking on top of the range, turn pan handles toward the center or back of the range, so you can't accidentally bump them and spill the pots. Turning the handles in will also keep toddlers from reaching for them.

- Use care when you must reach across or above the range to avoid ignition of loose-fitting clothing.

- Turn off the heating unit before you remove the pan from it.

- Use sturdy metal cookware that will not break if accidentally dropped.

- Repair or replace cookware with broken or missing handles or knobs. Cookware should be fitted with handles strong enough to support twice their weight when filled. Handles should be securely attached so that they will not wobble or rotate when you are using them.

- Carefully read and follow the manufacturer's instructions before using all appliances, pressure cookers, and cooking and baking utensils.